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# **Invitation to Tender (ITT) for School Meals and Shire Hall Catering Services Framework Agreement**

### Document 1 – ITT Contents

This invitation to tender (“**ITT**”) comprises of the following set of documents:

1. List of documents that make up this ITT
2. Service Introduction

3a. Specification – School Meals

3b. Specification – Shire Hall Catering Services

4. Instructions for Providers

5. Provider Evaluation

5a. Financial and Economic Standing

6. Standard Selection Questionnaire (SSQ)

7a Tender Submission (Quality Response) School Meals

7b. Tender Submission (Quality Response) Shire Hall Catering Services

7c. Social Value Response

7d. ICT Questionnaire

8a. Pricing Schedules – School Meals Primary

8b. Pricing Schedules – School Meals Secondary

8c. Pricing Schedules – Shire Hall Catering

9a. Certificates and Declaration – School Meals

9b. Certificates and Declaration – Shire Hall Catering Services

10. Submission Checklist

11. Framework Agreement

12. Call-Off Terms and Conditions – School Meals

13. Call-Off Terms and Conditions – Shire Hall Catering Services

14. Appendix A – TUPE Confidentiality Agreement

15. Appendix B – Economic and Financial Standing - Methodology

16. Appendix C – School Meals Evaluation Criteria

17. Appendix D – Shire Hall Evaluation Criteria

18. Appendix 1 – School Meals School Profiles

19. Appendix 2 – School Meals KPIs Primary and Special

20. Appendix 3 – School Meals KPIs Secondary

21. Appendix 4 – School Meals Management Information

22. Appendix 5 – Catering Equipment Inventory

23. Appendix 6 – Methodology for Monitoring

24. Appendix 1a – Shire Hall Pre-COVID Sales

25. Appendix 2a – Shire Hall KPIs

26. GCC Site Visits Lot 1 School Meals

27. GCC Site Visits Lot 2 Shire Hall Catering Services

28. Site Visit Agenda